

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: March 16, 2022 LEAVE ACCOUNTING LETTER #22-001

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: USAGE ONLY BENEFITS – CALENDAR YEAR RESET - REVISED**

On January 31, 2022, the State Controller's Office (SCO) updated the following Usage Only Benefits for the 2022 calendar year:

- Dock
- Family Medical Leave Act
- Health and Dental
- Jury Duty
- Maximum Hours Worked
- Paid Education Leave
- Professional Training and Development
- Union Time Off

On March 14, 2022, the SCO updated the following Usage Only Benefits for the 2022 Calendar Year:

- Family Medical Leave Act (Bargaining Units 5, 8, 9, 16)
- California Family Rights Act

These benefits were reset with the posting of a Begin Total (27) transaction in the amount of zero hours to the January 2022 leave period.

#### EXCEPTIONS

The Family Medical Leave Act benefit was reset to zero for all excluded and rank and file employees in Civil Service Bargaining Units 1, 2, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, and 21, in accordance with their bargaining unit contracts. The benefit was not reset to zero for rank and file employees in Bargaining Units 5, 8, 9, and 16 on the January 31 update, but was reset on the March 14, 2022 update.

The Maximum Hours Worked benefit was not reset for Student, Youth, and Seasonal Classifications who are tracked on a 12-month basis, rather than calendar year, in accordance with California Code of Regulations section 265.1. In addition, this benefit was not reset for employees at the Employment Development Department.

The Paid Education Leave (PE) benefit was reset to zero for R12 and R13 employees only, in accordance with their bargaining unit contracts.

The Professional Training/Development (PDD) benefit was reset to zero for R06 employees only, in accordance with the bargaining unit contract.

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, agencies can use the following contact information:

**Contacts:**

- Affordable Care Act (ACA) Email [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)
- Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)
- Cal Employee Connect Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
- California Leave Accounting System (CLAS) Email [Clas@sco.ca.gov](mailto:Clas@sco.ca.gov)
- ConnectHR Email [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- ConnectHR Feedback Email (All HR Staff) [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDmirs@sco.ca.gov](mailto:PPSDmirs@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

**SCO Key Initiatives:**

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:AJE:CLAS